NAVAIR's Process Asset Library (PAL) for Software and Systems Process Assets

Prepared for SSTC Conference

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Topics

- ❑ Purpose
- ❑ Design
- ❑ PAL Organization
- ❑ How do you use it?
- ❑ What are the benefits?

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Purpose

Purpose

The purpose of the NAVAIR PAL is

- To improve NAVAIR process capabilities through sharing and reuse of process assets (Checklist, Example, Form, Guidance, Policy, Process, Standard, Template, Training, etc.)
- To save time and money in process development across the Enterprise

Design

Design Philosophy[1]

Take advantage of the MyNAVAIR Corporate website built-in capabilities

- Announcements for events, policy, and training link
- Discussions for improvement forums, problem reporting, and communications with users
- Documents area to browse/search for assets, download and submit assets with special upload area for process submission

Design Philosophy$_2$

❑Any NAVAIR team member can access

❑Use Excel spreadsheet and built in search capability to locate assets

❑Link to other government PALs rather than duplicating assets

❑Group assets according to Capability Maturity Model Integrated (CMMI®) Process Area and asset type

PAL Organization

PAL Organization

❑Assets stored alphabetically in All Assets folder (Documents tab)

❑Shortcuts to assets grouped by

- Functional Area (Acquisition, Engineering, Project Mgmt, Process Mgmt, and Support) and CMMI® Process Area

- Type of asset (Checklist, Example, Form, Guidance, Policy, Process, Standard, Template, and Training)

❑Announcements and Discussion Groups

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How do you use it?

Logon to MyNAVAIR &
Choose NAVAIR PAL Community

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Choose NAVAIR PAL Project

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Who are the PAL Users?

There are three levels of PAL users:

1. General User
   - Can read / download all PAL assets
   - Can submit assets for PAL inclusion
   - Can post / reply to discussion threads

2. Gatekeeper
   - Processes/ loads assets into the PAL
   - Responds to PAL issues in the discussion threads

3. Administrator
   - Responds to user PAL problems
   - Grants access to new gatekeepers / administrators

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Things General User Can Do

❑ The general user can

- Learn about upcoming process improvement activities and events

- Browse/ Search for Assets

- Download process assets

- Submit new process assets to the PAL

- Use discussions to report PAL Problems/ communicate with others on process improvement topics

PAL Overview or Main Page

The Documents tab takes us to the main PAL contents

Browse/Search

Four ways to locate (search for) assets:

- Browsing the All Assets folder
- Navigating folder structures by Functional Area and Asset Type
- Using the Process Asset Index (PAI) to locate an asset via standard MS Excel Auto Filter and Sort functionality
- Using MyNAVAIR searches on pre-defined keywords

Browsing All Assets Folder

Search for Assets by Functional Area or Type

❏ Assets are organized into folders by functional area or category using shortcuts

- ■ Each Functional Area is further broken down into Process Areas

❏ Assets are also organized by type using shortcuts

Search by Functional Area or Type

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Search using the Process Asset Index [1]

The Process Asset Index is located at the top level of the PAL Documents folder.

Search Using the Process Asset Index ₂

Asset ID	Asset Name	Source	Asset Type	Functional Area	Project Type Sustainment	Project Type Development	Systems or Software Systems	Systems or Software Software
ENG-000001	Code Review Form V2.doc	TARIF	Form	Engineering	X	X		X
PROC-000001	H-1 Training Plan.pdf	H-1	Example	Process Management	X	X	X	X
SUPP-000003	SRC simplified Process QA.zip	SRC	Process	Support	X	X	X	X
SUPP-000004	Strike MAT Effective Policy Checklist V1.doc	Strike MAT	Checklist	Support	X	X	X	X
PM-000002	Strike MAT PAL and PAL CM SOW V1.doc	Strike MAT	Example	Project Management	X	X	X	X
ENG-000003	Strike MAT PAL Requirements.doc	Strike MAT	Example	Engineering	X	X	X	X
PM-000009	Strike MAT PI Stakeholder Involvement Plan.doc	Strike MAT	Example	Project Management	X	X	X	X
PM-000003	Strike MAT PI WBS.pdf	Strike MAT	Example	Project Management	X	X	X	X
PM-000010	Strike MAT Project Roles & Responsibilities Strawman.doc	Strike MAT	Example	Project Management	X	X	X	X
PM-000011	Strike MAT Strategic PI Plan V1.1 (Baseline) .doc	Strike MAT	Example	Project Management	X	X	X	
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc	TARIF	Form	Support	X	X		X
SUPP-000002	TARIF Configuration Audit Record V2.doc	TARIF	Form	Support	X	X	X	X
SUPP-000005	TARIF Library File Naming Standards V2.doc	TARIF	Standard	Support	X	X	X	
PROC-000002	TARIF Library Policy and Process V1.doc	TARIF	Process	Process Management	X	X		X
SUPP-000006	TARIF PPQA Process V2.doc	TARIF	Process	Support	X	X		X
PROC-000004	TARIF Process Description Template V1.doc	TARIF	Template	Process Management	X	X	X	X
PROC-000003	TARIF Process Policies V4.doc	TARIF	Policy	Process Management	X	X		X
PM-000004	TARIF Project Analysis and Lessons Learned V1.doc	TARIF	Template	Project Management	X	X		X
PM-000005	TARIF Project Closure Process V3.doc	TARIF	Process	Project Management	X	X		X
PM-000006	TARIF Project Estimating Tool V4.xls	TARIF	Form	Project Management				
PM-000001	TARIF Project Review Checklist V4.doc	TARIF	Form	Project Management				
SUPP-000007	TARIF Project Summary Metrics Template V1.xls	TARIF	Template	Support				
ENG-000002	TARIF Requirements Standards V1.doc	TARIF	Standard	Engineering				
PM-000007	TARIF Risk Management Tool V1.2.xls	TARIF	Form	Project Management				
PM-000008	TARIF Standard Project Template V4.mpp	TARIF	Template	Project Management				
SUPP-000008	Training Record Form V1.doc	TARIF	Form	Support				
ENG-000004	CDRL A005 Software Transition Plan Test.Doc	PMA-251	Example	Engineering				
ENG-000005	CASS Test Plan Test.doc	PMA-260	Example	Engineering				

All assets are listed in the index – with hyperlinks to the copy in the All Assets folder. Click the pull down menu to apply a filter to that column

Search Using the Process Asset Index₃

Asset ID	Asset Name	Source	Asset Type	Functional Area	Project Type Sustainment	Development	Systems or Software Systems	Software
ENG-000001	Code Review Form V2.doc	TARIF	Form	Engineering	X	X		X
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc	TARIF	Form	Support	X	X		X
SUPP-000002	TARIF Configuration Audit Record V2.doc	TARIF	Form	Support	X			
PM-000006	TARIF Project Estimating Tool V4.xls	TARIF	Form	Project Management	X			
PM-000001	TARIF Project Review Checklist V4.doc	TARIF	Form	Project Management	X			
PM-000007	TARIF Risk Management Tool V1.2.xls	TARIF	Form	Project Management	X			
SUPP-000008	Training Record Form V1.doc	TARIF	Form	Support	X			

Filter by any Keyword – or select multiple criteria

A Asset ID	B Asset Name	P AVAL	Q AVER	R CM	S CAR	T DAR	U IPM	V MA	W OID	X OPD	Y OPF	Z OPP	AA OT	AB PI	AC PMC
									CMMI-ACQ and CMMI-DEV Process Areas					
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc			X											
SUPP-000002	TARIF Configuration Audit Record V2.doc			X											
SUPP-000005	TARIF Library File Naming Standards V2.doc			X											
PROC-000002	TARIF Library Policy and Process V1.doc			X						X	X				
PROC-000003	TARIF Process Policies V4.doc			X			X			X	X		X		X

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Search using Keywords

Use pre-defined keywords
(CMMI Process Area,
asset type, etc.) to search

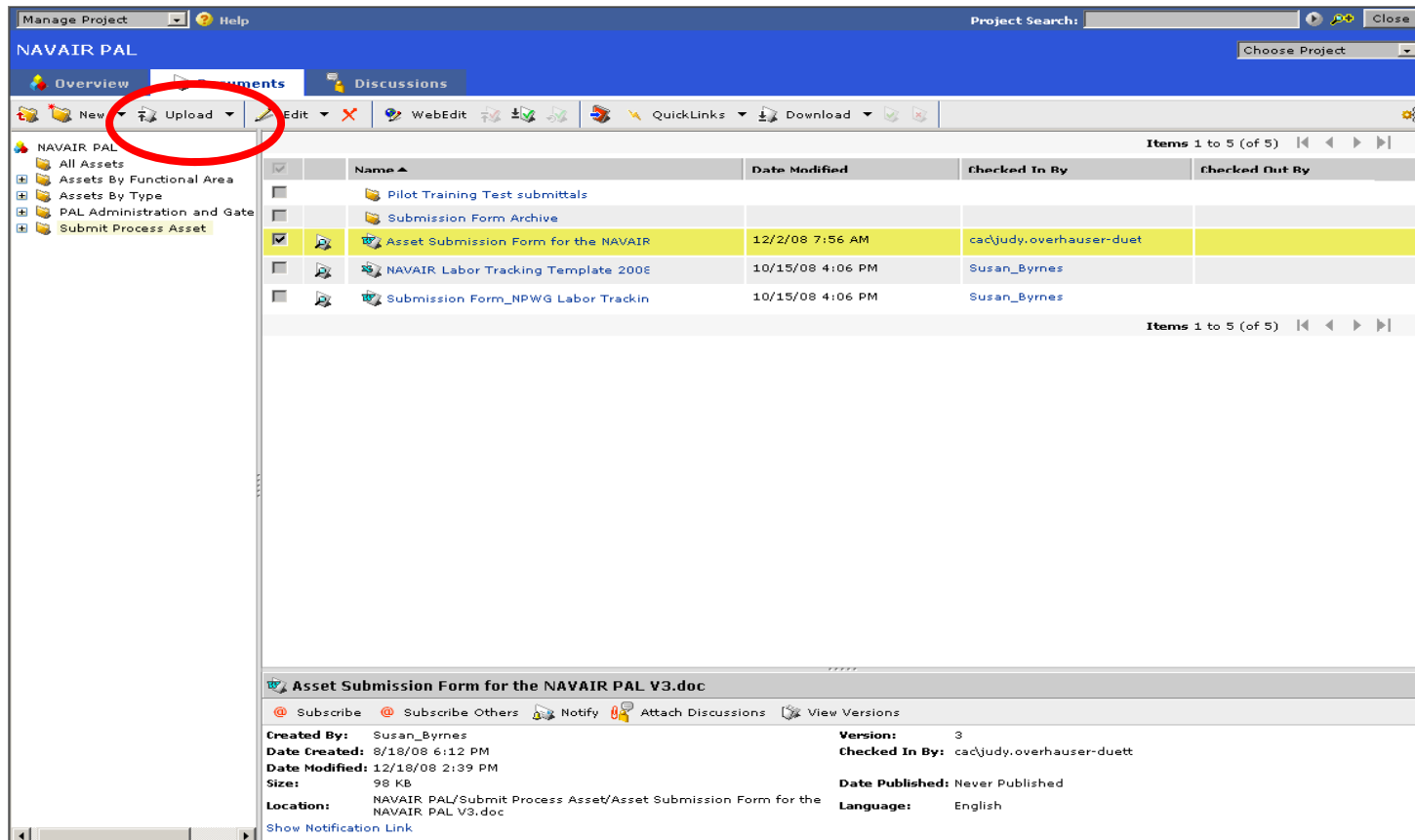# Using the Search Function – Results

Matching keywords show in the search results

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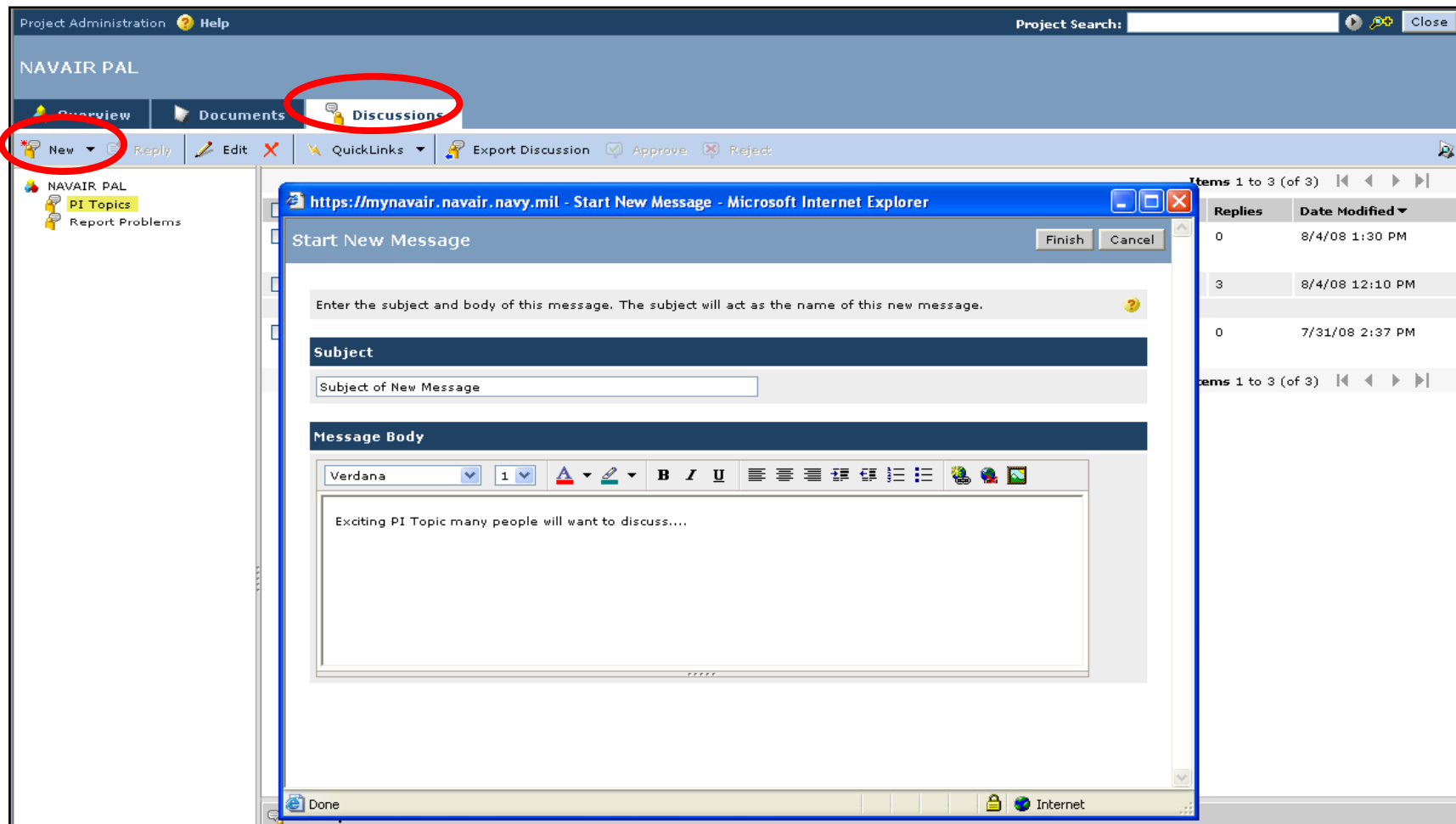
Downloading Assets
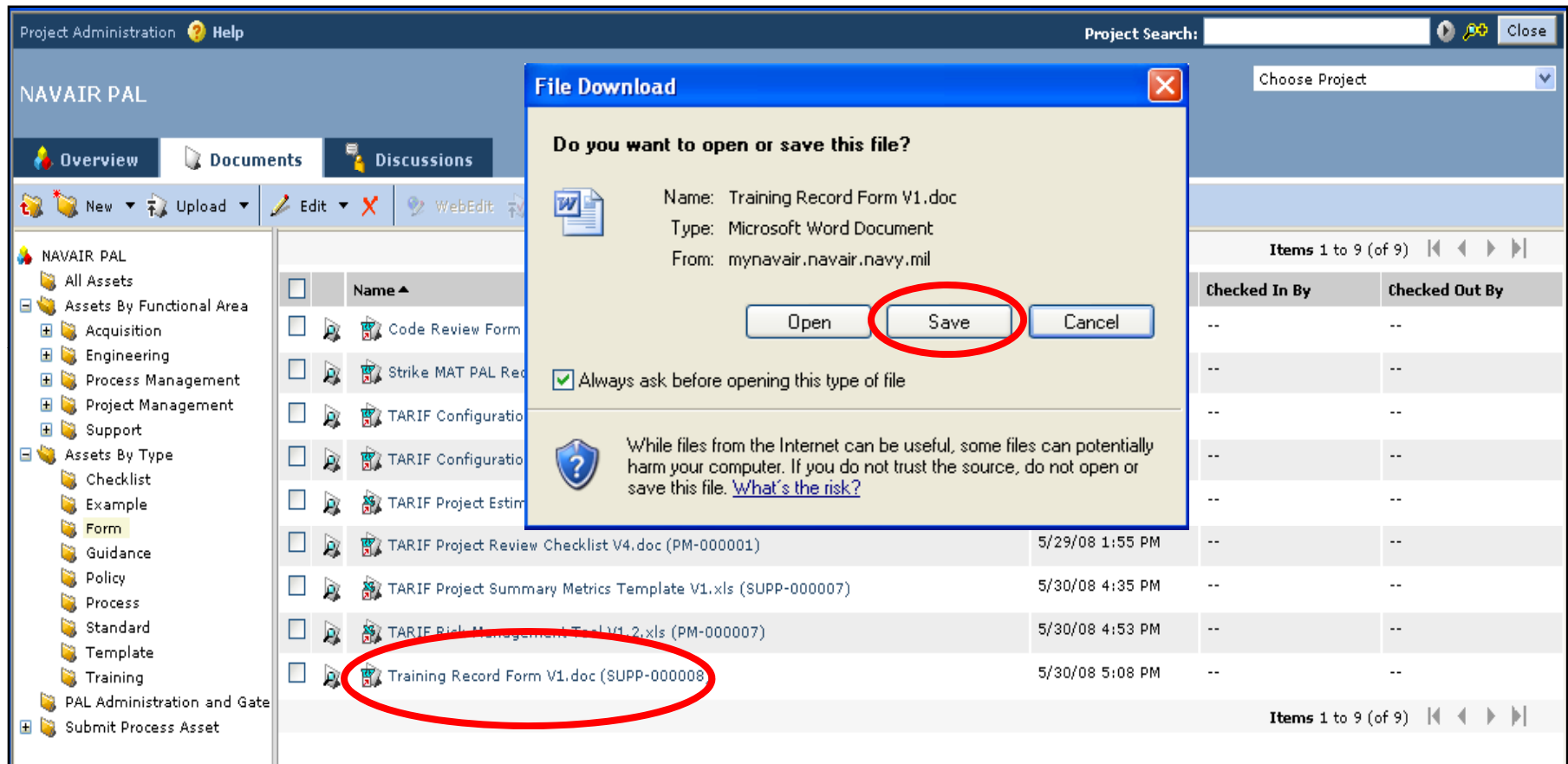
Click the asset name and choosing **Save** or right click
the asset and choose **Download**

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Submitting New Assets

Download the submission form, fill it out, and upload the form and asset using the Upload button

Collaborate on New PI Topics

From the Discussions tab, click **PI Topics.** Choose **New**,
then **Message**

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Collaborate on Existing PI Topics

Select the topic and click **Reply**

Report Problems
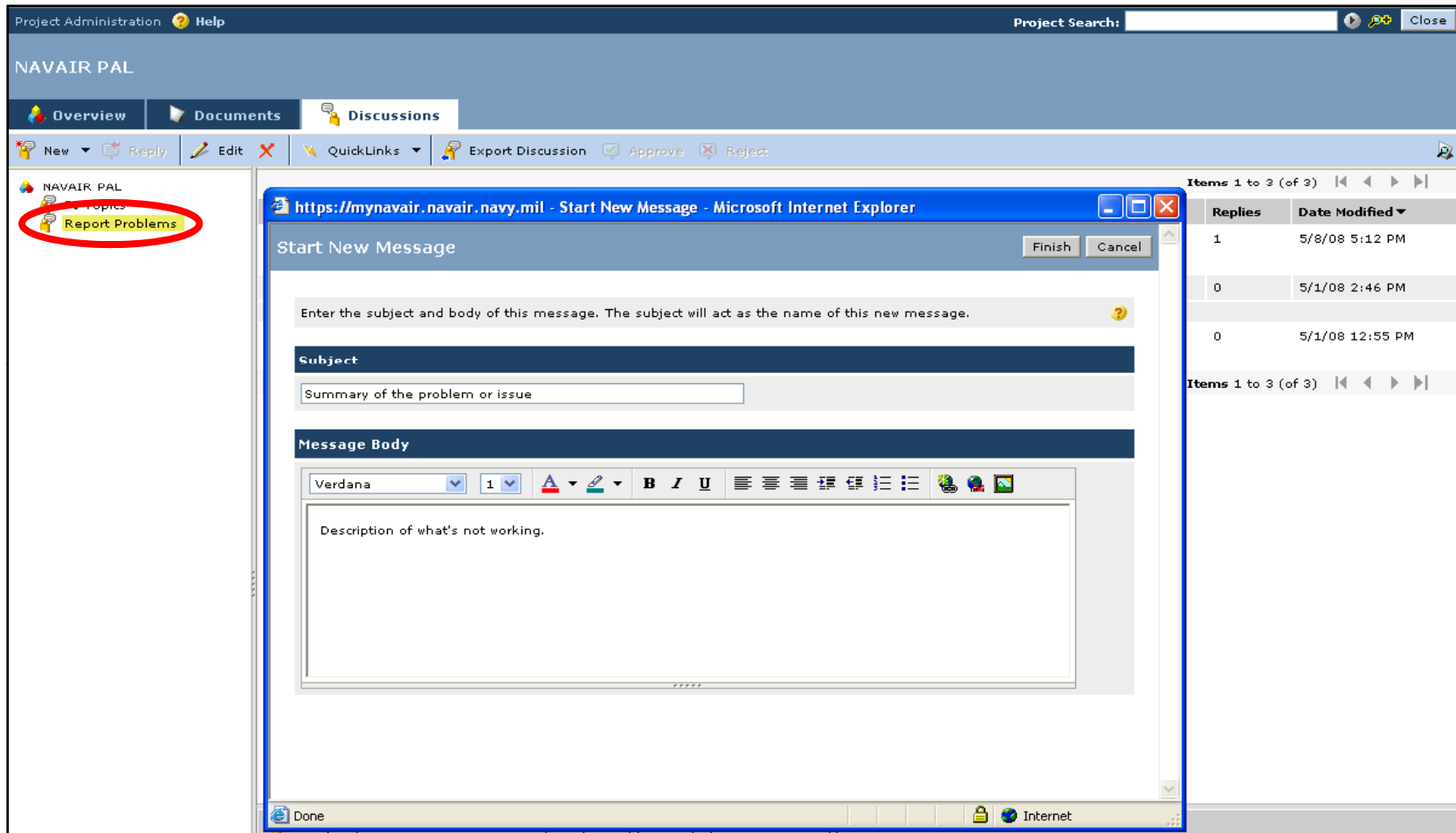
From the Discussions tab, click **Report Problems**.
Choose **New**, then **Message**

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What are the benefits?

Benefits

- ❑Build on mature processes
- ❑Save time and money
- ❑Standardization across Enterprise

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Questions